

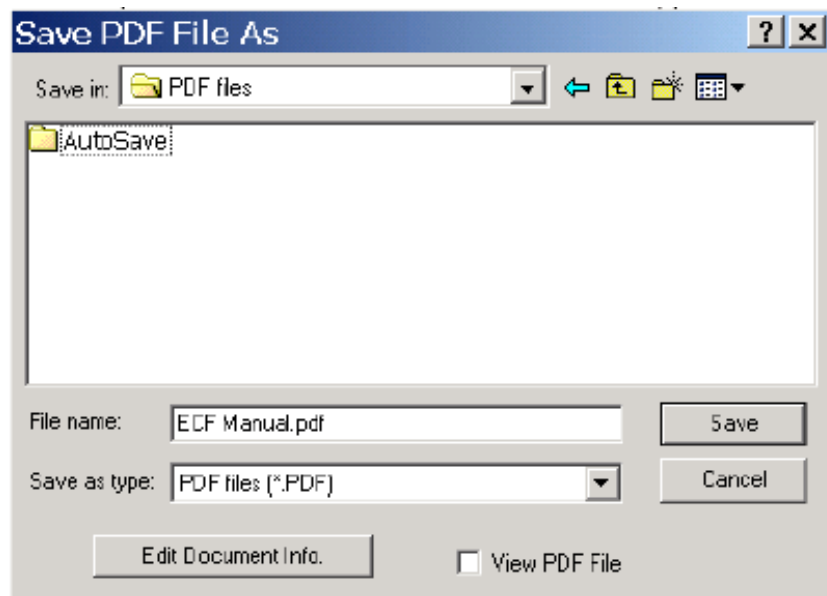
Question:

How to convert to PDF using any word processing program?

Answer:

Complete these instructions:

1. Install Acrobat Writer or FinePrint pdfFactory on your computer
2. Open the document to be converted
3. Select the [Print] option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
4. Select Adobe PDFWriter or FinePrint pdfFactory*
5. "Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



6. Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the "Save in" area of the window.
7. Name the file, giving it the extension .PDF and click the [Save] button.

Notes:

- Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.
- You must have either Adobe Acrobat Writer or FinePrint pdfFactory installed on your computer to see these choices listed.